Supplemental Labor Record Procedures for the Automated Time Attendance and Production System

Applicability

This procedure is to be used to correct reported time and attendance charges in closed pay periods (as defined below). These are only temporary procedures which should be used until programming changes are completed on an automated process in the Automated Time Attendance and Production System (ATAAPS). In addition, this Supplemental procedure can only be used to correct time and attendance charges in the previous six pay periods. If an adjustment is required for an earlier pay period, contact a Customer Service Representative (CSR) on (301) 903-4433 or email at PayrollCSRHelpDesk@hq.doe.gov.
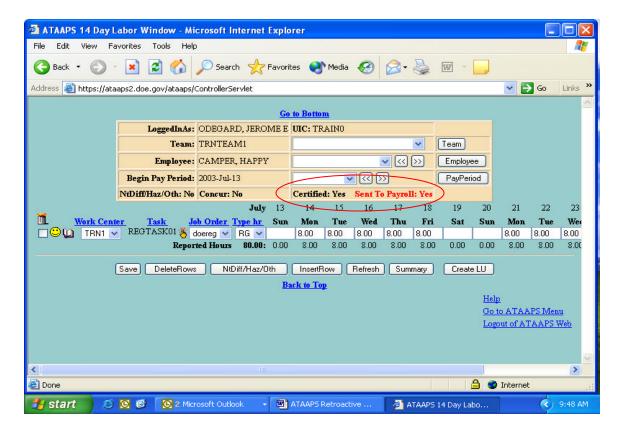
Definitions

Supplemental Labor Record. A supplemental labor record is a replacement record used to correct inaccurate time and attendance charges in a closed pay period. The record is a complete reporting of all time and attendance charges in the closed pay period.

Closed Pay Period. Pay periods are officially closed on 4:00 pm Eastern Standard Time on Wednesdays following the last day of every pay period.
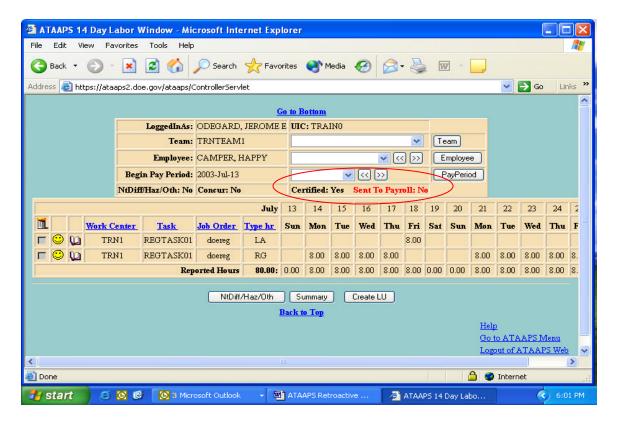
Processing Supplemental Labor Records

Log into ATAAPS through the Employee Self Service site at https://mis.doe.gov/ess. At the Main Menu for ATAAPS, click on the Labor link under the Timekeeping module. Select the desired Team by using the drop down menu and display that Team by clicking the Team button after highlighting the desired Team. Select the employee that you wish to record the supplemental labor hours for by using the drop down menu and clicking on the employee's name and then clicking the Employee button. You may also toggle through the employees by using the arrow buttons. Select the desired pay period from the drop down menu and then clicking on the PayPeriod button to display or use the arrow buttons. Since the pay period is officially closed and the Payroll Office has sent the certified time and attendance record to the Defense Finance and Accounting Service for payment, the labor record has status messages "Certified: Yes" and "Sent to Payroll: Yes" as shown in the following example.

2. You will see all the labor hours originally certified and are now ready to make corrections. If the record does not contain the "Type hr" necessary to make the corrections, you may click on the "InsertRow" button located below the reported hours lines. You will need to make the adjusting hours to the RG (Regular Hours) for the day(s) the correction is required if leave is being recorded. If Compensatory Time or Overtime is being recorded, no adjustment to RG hours is necessary. Once you have completed your adjustments, save the employee's adjusted record.

3. The Primary Certifier or an Alternate Certifier is required to certify the supplemental labor record in ATAAPS before it will be processed. The status messages displayed in the Labor screen will become "Certified: Yes" and "Sent to Payroll: No".

4. After the supplemental labor record has been certified, the Timekeeper sends a copy of the Labor Screen showing that the record has the status "Certified: Yes" and "Sent to Payroll: No" to a CSR. This is accomplished while viewing the Labor Screen by pressing the "Print Screen" key to the right of the F12 function key on their keyboard, opening a new Microsoft Word document, clicking "Edit" on the main tool bar, and then clicking on "Paste". The screen image will appear on the Word file. Save the Word file. Attach the saved Word file to an e-mail message with the subject of "Supplemental Labor Record" and send it to PayrollCSRHelpDesk@hq.doe.gov.

5. The labor record will be manually entered into the payroll system by the CSR. The status will remain "Sent to Payroll: No" even after it has been processed.

Additional Assistance

If you require additional assistance, contact a Customer Service Representative on (301) 903-4433 or through email at PayrollCSRHelpDesk@hq.doe.gov.